



VOLUNTEER POSITION DESCRIPTION

PROGRAMS: JRI's Health Division

POSITION REPORTS TO: JRI Health Data & Resource Manager

DESCRIPTION DONE BY: JRI Health Data & Resource Manager

POSITION TITLE: JRI Health – Administrative Support Volunteer

QUALIFICATIONS (Education and Experience)

- There are no formal education requirements for volunteers.
- Office and business skills required.
- Microsoft office skills are very helpful, but not required.
- Ability to do tedious work at times.
- Ability to be pro-active and reliable.
- Ability to bend and move with ease.
- Ability to promote a caring and respectful attitude toward service recipients, staff and other volunteers, respecting privacy and confidentiality.

Justice Resource Institute seeks to find the best volunteer for an available position. The agency does not discriminate with regard to gender, marital status, pregnancy, sex, color, race, age, national origin, ancestry, religion, or creed, physical or mental disability, sexual orientation, gender identity/expression, genetics, military or Veteran's status, political beliefs or other protected status.

PRINCIPLE ACCOUNTABILITIES

General Duties and Responsibilities:

- Dress appropriately (business casual) and be punctual.
- Notify your supervisor if you are unable to keep your schedule.
- Keep a record of your service hours on the posted form at the program.
- Sensitivity to service recipients' ethnic, cultural and economic backgrounds, as well as physical or mental challenges.
- Follow the agency's Confidentiality Policy.

Specific Responsibilities:

You can choose to participate in a variety of activities, including:

- Filing, faxing, tracking information on Excel spreadsheets (if applicable)
- Photocopying, organizing, stapling packets (if applicable)
- Shredding paper files as needed (if applicable)

OTHER RELATED RESPONSIBILITIES

All volunteers complete an intake and orientation that includes Criminal Offender Record Information (CORI) clearance, reference check, Occupational Safety and Health Administration (OSHA) training, information on Justice Resource Institute's mission, including its philosophy, goals and general policies. The OSHA training is repeated annually. Volunteers are encouraged to attend additional training, including First Aid and CPR. This training is our gift to you.

WORKING CONDITIONS

JRI Health is located at
75 Amory Street, Rear Entrance
Jamaica Plain, MA 02119

OTHER:

JRI Health provides support services to help people living with HIV/AIDS (PLWHA) achieve the best possible health outcomes and self-sufficiency. We recognize that PLWHA are less likely to stay connected with health care and maintain their treatment regime if they are facing stressors such as homelessness, depression, isolation, lack of food, health insurance or other critical need. To address these concerns JRI Health offers case management, supported housing, housing search and advocacy, peer support, legal services and community health workers who provide intensive, home-based support. In addition, JRI Health seeks to prevent the further spread of HIV by working with high-risk groups disproportionately impacted by HIV. At Boston GLASS, GLBTQ youth and young adults can access HIV counseling and testing, mental health counseling, social support, housing search and advocacy, support groups, leadership development and other activities that help youth reduce potential risks, increase access to social supports and provide practical skills for healthy living. HIV counseling and testing is also available at our Framingham location, Program RISE.

In addition to providing services to PLWHA, JRI Health applies this model of wrap-around care to adults living with other disabilities such as mental illness and brain injury.

JRI Health prides itself on offering services in accordance with harm reduction principles, ensuring they are low-threshold, non-judgmental and designed with consumer input.

Beyond providing direct services, JRI Health also provides capacity building services to other mission-driven non-profits. Realize Resources, a program of JRI Health, offers a range of services to help individuals, teams and organizations achieve their mission and vision. Services include leadership coaching and development, skills-based training, strategic planning, clinical consultation and supervision, development and implementation of new service models and technical assistance.

AGENCY SUMMARY:

Justice Resource Institute is a non-profit 501(c)(3) agency which is dedicated to addressing the most confounding challenges of both the human services and educational systems and the persons and families these systems were created to serve. JRI pursues the social justice inherent in opening doors to opportunity and independence. Although our range of services is as varied as those we serve, our approach is uniformly characterized by compassionate support, innovation, and community leadership. We work in partnership with individuals, families, communities and government to address their shared challenges in a comprehensive, coordinated, systematic, and effective manner. JRI seeks new knowledge and improved evidence-based practice, in research and in the field, in order to inform our continuous search for excellence in service.

We have over 2000 employees and 250 volunteers, including interns. The agency provides a variety of volunteer opportunities, based on your interests and skills.

For more information, please visit our website at www.jri.org.

Because you have chosen to volunteer at one of Justice Resource Institute's programs, we recognize that you are a generous and caring person. We appreciate your contributions; and our staff is committed to providing excellent supervision and support for you. We sincerely feel that volunteers are members of our team; and we hope that you feel as we do.

Contact(s):

Jonathan DeFreese-Weber – Data & Resource Manager
75 Amory Street, Rear Entrance
Jamaica Plain, MA 02119
617-686-6591
jdefreese-weber@jri.org